

ER-5-6 338

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Increase in T/O for the Project Administrative Planning Staff, DD/A

1. The Project Administrative Planning Staff of the Office of Deputy Director (Administration) must maintain a constant review and follow-up of Administrative Plans developed for projects to insure that effective implementation and compliance have been accomplished, and to determine that Administrative Plans reflect current operating conditions. In order to perform this continuous review, it is necessary that one additional T/O slot and civilian ceiling position be added to that staff.

2. You are authorized to increase the existing T/O and ceiling of the Project Administrative Planning Staff by one position. It is recommended that this position be established as an Administrative Analyst, GS-12. The additional ceiling position is provided from the DD/A ceiling reserve. As a result of this allocation, the balance of the DD/A ceiling reserve will be eleven positions.

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L. K. WHITE
Deputy Director
(Administration)

Attachments:

- 1 - Copy of memo from Chief/PAPS/DD/A to DD/A, dtd 21 May 1954, Subject: PAPS Review of Projects in Relation to their Administrative Plans
- 1 - Copy of memo from Chief/PAPS/DD/A to DD/A, dtd 28 May 1954, Subject: Increase in PAPS Personnel

cc: Comptroller
PAPS/DD/A/
Management Staff

SA-DD/A:WEB:mrp (3 June 1954)

Distribution:

- 1 - DD/A Chrono
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